

16 August 1951

PDC MEMORANDUM NO. 51-33

SUBJECT: Processing of Consultants and Detailed Personnel

1. Upon receipt of Form 37-1 or 37-3, requests for the appointment of consultants will be processed in the same manner as requests for regular personnel appointments.

2. Upon completion of processing and receipt of security clearance, Personal Services Contract, Form 37-53, will be prepared in eight copies and routed to I&SO and the Comptroller for approval. Indicated on the forms will be the type of funds from which payment will be made.

3. Forms 37-53 will be distributed as follows:

a. Original to Fiscal Division for vouchered cases, or to Finance Division for unvouchered cases.

b. Copy to Comptroller

c. Copy to I&SO so that I&SO may establish and maintain a central register of all consultants utilized by this Agency.

d. Copy for Employee file

e. Copy to Machine Records

f. Copy to Employee

g. Copy to Operating Office

h. Copy for Chrono File

4. Security Clearances of Consultants are limited to a fiscal year basis. It will be the responsibility of the Appointment Unit to maintain a record system so that a review of consultants can be made at least 30 days prior to the end of the fiscal year in order to determine whether the operating office is desirous of extending the consultant contract for the next fiscal year.

25X1A 5. To insure compliance with CIA [REDACTED] it will be the responsibility of the Chief of Appointment Unit to notify the Administrative Officer of the Contacts Division, 207 South Building, of the name, address, and office to which assigned of all consultants as they report for duty. This notification should be routed through the Personnel Director.

6. Upon receipt of Form 37-1 or 37-3, request for the appointment of individuals to be detailed to CIA from another government agency, whether it be reimbursable or non-reimbursable, will be processed in the same manner as requests for regular personnel appointments except that it will also be routed to the Office of the Comptroller for approval and the establishment of reimbursement procedures.

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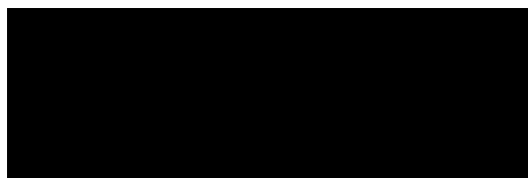
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7. In the event the applicant is disapproved by I&SO, the Comptroller will be notified of the cancellation by memorandum.

8. When the Appointment is effected, appropriate distribution will be made of Form 37-1 or 37-3, and a memorandum addressed to the agency concerned will be prepared by the Appointment Unit for the signature of the Chief, PDC, advising that Agency of the effective date of the detail. Simultaneous notification should be made to the Personnel Director's Office.

9. Upon termination of the detail, Form 37-1 or 37-3 will be processed in the normal manner, and the Appointment Unit will prepare a memorandum to the agency concerned, advising that agency of the effective date of the termination of such detail.



Chief, Personnel Division (C)

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